

SC ADMINISTRATIVE CIRCULAR NO. 10-99, August 12, 1999

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TO

:

ALL PERSONNEL OF THE TRIAL COURTS

SUBJECT

:

PRESCRIBED OFFICE UNIFORM

In order to enhance and heighten the dignity and prestige of the personnel of the Judiciary and to set them apart from the personnel of other government agencies and bodies, the Court hereby prescribes an office uniform for all male and female employees of the trial courts.

Accordingly, all employees will be entitled to two (2) sets for every color of uniform to be worn from Monday to Thursday.

For MALE employees:

MONDAYS/WEDNESDAYS..... Blue pants/light barong

TUESDAYS/THURSDAYS Brown pants/white barong

FOR FEMALE Employees:

MONDAYS/WEDNESDAYS.....Blue blouse/skirt or pants

TUESDAYS/THURSDAYS Khaki blouse/skirt or pant

FRIDAYS will be WASHDAY. Employees are expected to wear smart casual during these days.

Female employees will have a separate design for each color. Male employees with positions belonging to Salary Grade 24 and above will wear BARONG TAGALOG while those with positions belonging to Salary Grade 23 and below will wear POLO BARONG.

In the National Capital Region, Rizal's Tailoring will tailor the uniform for male employees while the seamstress for female employees will be the Executive Chic for the navy blue set and La Belle Garments for the Khaki set. Measurements will be taken by the representatives of the tailor and the couturiers contracted for the purpose who will go around the different courts in the Region as scheduled.

In the provinces, each employee will be given clothing allowance to help them defray the cost of uniform materials. The specified designs for the uniforms and the checks for the clothing allowance will be sent to the trial courts by the Financial Management Office, Office of the Court Administrator.

In the meantime that the wearing of the uniform as prescribed above has not yet been fully implemented, employees may continue to wear their present uniforms. On days where uniforms are not prescribed, employees may wear any civilian attire, strictly observing the Dress Code for all government officials under Civil Service Memorandum Circular Nos. 14 and 25, s.1991, pertinent provisions of which state:

CSC MC No. 14, s. 1991:

"2 ... they must be dressed appropriately, preferably business cloths but not party attire. Picnic clothes, sandos nor t-shirts should not be worn at work.

3. The use of tighfitting, seductive, micro-mini and gauzy/transparent dresses by female employees shall be prohibited.

4. Walking shorts, pedal pushers, leggings, tights, jogging and maong pants shall likewise be prohibited.

5. The use of too much costume jewelry, flashy bangles and similar accessories shall likewise be prohibited. Conversely, ostentatious display of expensive jewelry is strongly discouraged and prohibited except for special occasions and official celebrations.

6. The wearing of slippers, sandals, bakya, etc. in office premises is banned. Only appropriate footwear shall be allowed"

CSC MS No. 25, s. 1991:

l.a)

The wearing of "maong" pants among male employees is allowed provided that the same is worn with collared T-shirts.

l.b)

In other words, female office workers are not allowed to wear "maong".

2. T-shirts, the wearing of which is prohibited in the Circular, refer to non-collared ones. Simply stated, collared T-shirts are allowed for both male and female employees"

Wearing of the prescribed uniform shall be effective 03 January 2000. Strict compliance with the requirements is hereby enjoined

12 August, 1999.

(Sgd.) HILARIO G. DAVID

Chief Justice

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